



IN THE BUSINESS OF YOUR SUCCESSSM

Request for Proposal

The Village of Wellington

March 5, 2014

Payroll Outsourcing Services-RFP #004-14/ED

Ashley Mudd
District Manager
Ashley.Mudd@adp.com
(561) 310-2452





**RESPONSE TO REQUEST
FOR
PROPOSAL FROM ADP, INC.**

Wednesday, March 5, 2014

The Village of Wellington
C/O Ed De La Vega
Wellington City Hall
12300 Forest Hill Boulevard
Wellington, FL 33414

Dear Ed:

We are pleased to present the Village of Wellington with a proposal for ADP Workforce Now, ADP's integrated solution designed to meet the needs of your organization and help you focus on what matters – your business, your employees, and your bottom line.

Rising costs, declining state support, and increased budget scrutiny are translating into especially challenging times for municipalities that must deliver a broad range of services with a limited tax base. Budget constraints and outdated technology are two issues that elected officials and business administrators struggle with almost daily.

ADP's workforce management solutions integrate HR/benefits, time & labor, and payroll systems so you can focus on what matters: holding the line on expenses while providing the best possible services to local taxpayers.

ADP's Mission

Our Mission is to add value to our clients by making available a broad range of premier, mission-critical, cost-effective transaction processing and information-based business solutions in selected markets on a global basis.

ADP has provided payroll and payroll related services to employers for more than 60 years. Today, more than ever, new technologies and processes are shaping the way virtually every industry does business. At ADP, we continue to develop innovative products and services to help our customers save valuable time... make the most of their employees and resources... and boost their bottom line. This solutions-oriented approach has helped us become the world's leading provider of computerized transaction processing, data communications and information services.

Information contained in the response is ADP confidential information, and may only be used by company in the context of evaluating our services and may not be disclosed to any third party (or posted in a public website) without our prior written consent.



Confidentiality

The information provided by ADP in this proposal is and remains confidential and proprietary information of ADP, and may be used by you solely in connection with your consideration of ADP's proposal and, if a contract is subsequently executed by the parties, in connection with the receipt of services from ADP. In no event will you disclose the information provided in the ADP proposal to any third party except as may be required by law. The foregoing restrictions on use and disclosure will not apply to any information (1) known to you without an obligation of confidentiality prior to receiving the ADP proposal; (2) in the public domain at the time of receiving the ADP proposal; or (3) obtained by you from a third party who did not receive the same directly or indirectly from ADP.

Award of Contract Disclaimer

All information contained within this proposal, including the supporting documents are materially factual and accurate. Please note however, since proposals contain general descriptions of our products and services, it is not a legally binding document and ADP will only provide services pursuant to our terms of service, a copy of which is included with this response. If ADP is awarded the contract we will do our best to address your specific needs in our terms of service. Furthermore, the submission of this proposal does not constitute an acceptance of terms and conditions set forth in the Request for Proposal for the Village of Wellington and does not constitute a waiver of any and all objections to terms and conditions of the RFP.

We appreciate your consideration of ADP. Upon review of our proposal, we are confident that you will agree that only ADP can provide the tailored approach and customer-focused commitment critical to delivering a new level of value to the Village of Wellington.

Sincerely,

Ashley Mudd

Ashley Mudd
(561) 310-2452
Ashley.Mudd@adp.com

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PROPOSAL CHECK LIST (TAB# 1)

Please check each item and make sure that all required information is included in your Proposal submission. Failure to submit this information may result in your submission being rejected as being a non-responsive and responsible Proposer.

- YES_X_ NO___ 1. Original and one (1) copy and one (1) PDF Electronic copy (CD)
- YES_X_ NO___ 2. Cover Letter and Table of Contents
- YES_X_ NO___ 3. Proposal Checklist and Submittal Form
- YES___ NO_X_ 4. Wellington Local Preference Application
**ADP is headquartered in New Jersey with a local office in West Palm Beach.
- YES_X_ NO___ 5. Evidence of Insurance Certification
- YES_X_ NO___ 6. Current Licenses/Certificates of Authorization etc.
- YES_X_ NO___ 7. Qualifications and Experience including references (form attached) and Financials
- YES_X_ NO___ 8. Technical Approach and Methodology
- YES_X_ NO___ 9. Fees to Perform Services
- YES_X_ NO___ 10. Proposer's Certification
- YES_X_ NO___ 11. Conflict of Interest Form
- YES_X_ NO___ 12. Questionnaire
- YES_X_ NO___ 13. Acknowledgment of Addendums



Wellington Local Preference Application

We did not complete this application because ADP is headquartered in New Jersey. ADP has a local office located at 701 Northpoint Parkway, Suite 300, West Palm Beach, Florida 33407.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA, Inc. 1166 Avenue of the Americas New York, NY 10036	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:
107945-ADP-GAW-13-14	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Insurance Company INSURER B: LM Insurance Corporation INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Automatic Data Processing, Inc. One ADP Boulevard Roseland, NJ 07068	NAIC # 23043 33600

COVERAGES

CERTIFICATE NUMBER:

NYC-006804732-00

REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		TB1-631-004166-023	07/01/2013	07/01/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		AS1-631-004166-033 AS1-631-004166-413	07/01/2013 07/01/2013	07/01/2014 07/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	WC5-631-004166-013 (WI) EW5-63N-004166-203 (OH) WA5-63D-004166-123 (AOS)	07/01/2013 07/01/2013 07/01/2013	07/01/2014 07/01/2014 07/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: RFP# 304-14/ED- PAYROLL OUTSOURCING SERVICES

WELLINGTON, ITS AGENTS, SERVANTS, OR EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED (EXCEPT WORKERS COMPENSATION) AS REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER

WELLINGTON
ATTN: PURCHASING DIVISION
12300 FOREST HILL BOULEVARD
WELLINGTON, FL 33414

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Ricki Fitzsimmons

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ACORD 25 (2010/05)

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CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
02/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA, Inc. 1155 Avenue of the Americas New York, NY 10036 107945-10M-E&C-13-14	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Automatic Data Processing, Inc. One ADP Boulevard Roseland, NJ 07068	INSURER A: ACE American Insurance Company 22667	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES	CERTIFICATE NUMBER: NYC-006804735-00	REVISION NUMBER: 5
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR, PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below:						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			EONG21543373011	12/01/2013	12/01/2014	Limit 1,000,000 S/R Value: 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

RE: RFP# 304-14/ED- PAYROLL OUTSOURCING SERVICES

CERTIFICATE HOLDER WELLINGTON ATTN: PURCHASING DIVISION 12300 FOREST HILL BOULEVARD WELLINGTON, FL 33414	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Chris LoRe
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CERTIFICATE OF PROPERTY INSURANCE

 DATE (MM/DD/YYYY)
02/11/2014

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If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA		CONTACT NAME PHONE (A/C. No. Ext.) (866) 283-7122 FAX (A/C. No.): 800-363-0105 E-MAIL ADDRESS PRODUCER CUSTOMER ID #: 570000043150	
INSURED Automatic Data Processing, Inc. One ADP Blvd., MS 470 Roseland NJ 07068-1728 USA		INSURER(S) AFFORDING COVERAGE INSURER A: Great American Insurance Co. NAIC # 16691 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER:** 570052903105 **REVISION NUMBER:**

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	<input type="checkbox"/> PROPERTY CAUSES OF LOSS DEDUCTIBLES <input type="checkbox"/> BASIC BUILDING <input type="checkbox"/> BROAD CONTENTS <input type="checkbox"/> SPECIAL <input type="checkbox"/> EARTHQUAKE <input type="checkbox"/> WIND <input type="checkbox"/> FLOOD				<input type="checkbox"/> BUILDING <input type="checkbox"/> PERSONAL PROPERTY <input type="checkbox"/> BUSINESS INCOME w/o Extra Expense <input type="checkbox"/> EXTRA EXPENSE <input type="checkbox"/> RENTAL VALUE <input type="checkbox"/> BLANKET BUILDING <input type="checkbox"/> BLANKET PERS PROP <input type="checkbox"/> BLANKET BLDG & PP	
	<input type="checkbox"/> INLAND MARINE CAUSES OF LOSS <input type="checkbox"/> NAMED PERILS	TYPE OF POLICY POLICY NUMBER				
A	<input checked="" type="checkbox"/> CRIME TYPE OF POLICY Crime - Primary	SAA3147944	12/01/2013	12/01/2014	<input checked="" type="checkbox"/> Limit <input checked="" type="checkbox"/> Deductible	\$10,000,000 \$5,000,000
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Ed De La Vega, Purchasing Dept. Village of Wellington 12300 Forest Hill Blvd. Wellington FL 33414 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>
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CERTIFICATE NUMBER: 570052903105




ACORD 24 (2009/09)

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State of Florida



Department of State

I certify the attached is a true and correct copy of the Application for ADP, INC. doing business in Florida as A D PROCESSING, INC., a Delaware corporation, which was authorized to transact business in Florida on June 3, 1991.

The document number of this corporation is P34159.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
3rd day of June, 1991.



CR2EO22 (2-91)

Jim Smith
Secretary of State

EXECUTIVE SUMMARY

WHO WE ARE

Whether your company has one employee or hundreds of thousands, ADP can increase your productivity with cost-efficient, easy-to-use solutions that fit your needs. More than 620,000 companies trust ADP to manage their HR/Payroll and benefit administration with unparalleled service and related compliance expertise.

BENEFITS OF ADP

Broadest Offering: ADP offers the widest range of HR, payroll and benefit administration solutions to help you meet the extensive demands of your company – all from a single source.

Flexible Solutions: ADP has easy-to-use, flexible solutions and technology that fit companies of every size.

Cost-Effective Solutions: ADP offers cost-effective solutions to manage your HR, payroll and benefit administration providing you with superior value.

Compliance Support: ADP offers you unrivaled support in assisting you with your compliance needs.

World Class Service: ADP offers you the most qualified and accessible service ensuring your business needs are always met. ADP's proven implementation approach maximizes client satisfaction by helping you get up and running quickly – so you can realize the power of Workforce Now as soon as possible. ADP's commitment to world class service separates us from our competitors. That commitment enables us to provide a world class solution that clearly validates the decision of employers of every size and from every industry to outsource to ADP.

Save on Ownership Headaches with ADP Hosting Services: ADP's Hosting Services remove the day-to-day burden of IT management by assuming total responsibility for application rollout, updates, ongoing maintenance, and support for you. Not only will you benefit from ADP's team of experienced implementation and service professionals who understand the technical aspects of the solution, you won't have to worry about the costs, risks, and concerns associated with system ownership, such as system downtime, disaster recovery plans, and technological obsolescence.

Flexible Training: ADP provides a superior training program that helps clients speed their time to benefit. We offer instructor-led, on-site, and online virtual training classes, empowering you to acquire the knowledge you need whenever and wherever it's convenient for you.

Reduced Cost of Ownership: ADP clients enjoy the benefits of a premier labor management solution with a rapid return on investment and without the burden of a major capital expense. You'll continue to realize savings month after month through increased productivity, enhanced efficiency, improved employee morale, and better employee retention. In addition, employers who combine an ADP labor management solution with an ADP payroll service can save up to 46% on their total cost of ownership.

ADP Trust Center

Trust is not something that occurs in a day. Trust is earned over a period of time and through proof of action. Here at ADP, establishing and maintaining the trust and confidence of our clients is the foundation of our business model, a business model we've excelled at for more than 60 years in 125+ countries for approximately 620,000 clients.

The privacy and security of our clients' data is of the highest importance to ADP and we consider it key to maintaining our clients' trust. ADP employs industry recognized security safeguards to help protect the personal information you provide us from loss, misuse, or unauthorized access or alteration.

We safeguard our clients' data by using the latest tools, tactics, techniques and procedures, but the job is not ours alone. There are actions you can take to help protect your information. Read on for more details about how ADP protects your information and what you can do to help.

HOW ADP PROTECTS YOUR INFORMATION

With security, risk and privacy concerns so prevalent, our clients know they can trust the ever-evolving tools, technologies and safeguards ADP has in place to help provide confidentiality, integrity, and availability of our client's information.

For further information on our approach to security, please visit <http://www.adp.com/about-us/trust-center>.



Thought leadership is a vital component of the ongoing success of today's organizations. While the term "thought leadership" might sound like the latest marketing buzzword, it's not. Thought leadership is essential to helping organizations understand not only what a company does, but also how and why.

The ADP Research Institute serves as an excellent example of our mission in action – Power organizations with insightful solutions that drive business success. One of our goals is to rise above the "clutter of information" in the Human Capital Management space by analyzing, benchmarking and providing insights based on our unique client data.

The work of the ADP Research Institute is based on practical and deep associate and industry expertise that will help our clients and organizations, in general, make well-informed and strategic decisions about their business and employees. Research will be based on aggregated and anonymous data elements in ADP's systems that relate to employment trends and practices.

I encourage you to visit www.adp.com/research and see what's available.

ADP'S Answers to Health Care Reform

ADP's Healthcare and Benefits Group is dedicated to providing industry-leading benefits insight on the impact of the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010 (together known as "Health Care Reform" or "ACA") to our employer clients. This ADP Group has developed processes which assist ADP in identifying ACA provisions that could impact our products and services - and to make any necessary modifications to help our clients comply with those provisions. As a result, ADP solutions are being improved to help support you with complying with this evolving legislation.

ADP maintains staff of dedicated professionals who carefully monitor federal and state legislative and regulatory measures affecting human resource, payroll, tax and benefits administration, and help ensure that ADP systems are updated as relevant laws evolve. For the latest on how federal and state tax law changes may impact your business, visit the ADP Eye on Washington Web page located at www.adp.com/regulatorynews.

ACA Solution Package includes the following services and features that can help you meet the requirements under the ACA:

BENEFIT PLAN ADMINISTRATION

- Method for communicating Uniform Summary of Benefits and Coverage
- FSA Limits
- Employee Notice of Exchange
- Waiting Period Identifiers
- Medical Loss Ratio (MLR)

ROBUST ELIGIBILITY CRITERIA

- Highly Compensated Individual Identifier

DEPENDENT & BENEFICIARY TRACKING

- Extension of Child Coverage to age 26

CARRIER CONNECTION

- Electronic Transactions Standards for Enrollment
 - Eligibility Transactions
 - Enrollment Transaction
 - Premium Payments
- ADP COBRA Services
- ADP FSA Service

INVOICE AUDITING & REPORTING

- Patient-Centered Outcomes Research Fee Report
- Employer Shared Responsibility

PAYROLL AND TAXATION AND REPORTING

- Medicare Tax on Wages and Unearned Income
- W-2 Reporting of Healthcare Insurance Costs

TIME AND LABOR MANAGEMENT

- Track Hours of Service Including Projected
- Scheduled Hours
- View and Adjust Work Schedules
- Ability to Set Threshold Notifications for Total Hours of Service

EMPLOYEE ACKNOWLEDGEMENT

- Summary of Benefits
- Employee Notice of Exchange

Dependent Coverage

Employers must expand coverage for qualifying dependent children up to age 26.

HOW ADP CAN HELP

- Configure the ACA Solution platform to apply age rules where applicable
- Provide open enrollment and life event enrollment tools to allow dependent children up to age 26 access to health and welfare plans
- Provide benefit plan setup template to track dependent age requirements

Form W-2 Reporting

Employers with 250+ W-2s in calendar year 2011 must include value of group health coverage provided to employees on Form W-2 beginning in 2012 tax year. Employers must also confirm payroll system is set up to track and include this figure on W-2s when printed in January. One entry will show total costs for both employee and employer.

HOW ADP CAN HELP

- ADP ACA Solution Package gives practitioners the ability to determine which benefit plans should be included in the Group Health Insurance Costs calculation for the W-2
- Group Health Insurance Costs reporting is available for practitioners to generate and review the costs associated with each employee by benefit plan

Employee Notice of Exchange

Employers must provide current employees with notice describing availability of exchange coverage. Notice must be provided upon hire for employees hired after 3/1/2013 (postponed).

HOW ADP CAN HELP

ADP ACA Solution Package supports delivery of Notice of Exchange electronically as well as obtaining acknowledgement from employee; client can also print hard copy

Automatic Enrollment and Non-discrimination Rule

Employers with 200+ full-time employees must automatically enroll new employees in employer's group health plan. Insured employer group health plans may not discriminate in favor of highly compensated employees

HOW ADP CAN HELP

- Automatically enroll new hires into employer group health plans
- Report exceptions on enrolled employee population

Annual Dollar Limits and Waiting Periods/Pre-Existing Condition Exclusions

For plan years beginning on or after 1/1/2014, employer group health plans may not impose annual dollar limits on essential health benefits, waiting periods of longer than 90 days, or pre-existing condition exclusions.

HOW ADP CAN HELP

Provide new hire reports (up to 90 days) to validate employment status (part/full-time, on leave of absence) and change triggers to ensure appropriate benefits enrollment

Employer Shared Responsibility

Employers with 50+ FTEs and/or equivalents must offer affordable, minimum essential coverage or be subject to tax penalties.

Options include:

- Offering traditional group health plan coverage for all employees, with minimum essential coverage (60%+ of actuarial value), while employee costs are capped (9½ % of household income)
- Offering no medical coverage
- Offering medical coverage for some but not all employees

HOW ADP CAN HELP

- Provide tools for the practitioner to conduct analysis of employees purchasing benefits from employer to see if costs exceed 9½ % of W-2 wages
- Assist with identifying plans that are minimum essential coverage (60%+ of actuarial value)
- Track employees who have waived benefit coverage and reason
- Provide tools to assist with annual reconciliation of the penalty bill against benefits and W-2 data, enabling client to request W-2 corrections or initiate penalty appeals process.

Workforce Now Human Resource Management System

Integrated, robust Human Resource Management Solution combined with Benefits Administration helps companies comply with applicable government regulations; reduce benefits costs by helping to eliminate premium overpayments and minimize the cost of benefit administration by increasing efficiencies around open enrollments WFN HR helps you improve employee satisfaction by providing employees convenient, web- based, self-service access and the ability to manage their own benefits.

Focus on Your Business

ADP Workforce Now's suite of leading edge HR tools strengthens how important HR functions are managed and delivered:

- Allow employees to make online inquiries and receive immediate responses concerning company policies and other employment- related information.
- Customize to fit the way you work and your existing hiring process
- Receive on-demand access to HR compliance reports

The HR module in ADP Workforce Now helps you gain back valuable time while reining in compensation and labor costs.

Effectively manage the employee life cycle

New laws, changing regulations, and the need to provide timely information to your employees – and to the government – can place tremendous demands on your staff time and resources.

ADP Workforce Now HR helps you stay compliant across the employee life cycle, putting you in control from HR to payroll to employer-related compliance administration. You can:

- Access, manage and analyze sensitive or complex HR information, like salaries and pay grades for performance reviews
- Improve employee recordkeeping
- Gain convenient access to standard reports that help you maintain compliance with government regulations concerning COBRA and EEO administration as well as OSHA events

Employee Relations & Communications

One of the best ways to increase employee retention and satisfaction is to provide your employees with convenient, web-based, self-service access and the ability to manage their own benefits, 24/7. Your employee portal is the tool for communicating accurate, timely information to your employees and managers while reinforcing your corporate brand. Add your company logo and color palette, and then use the content management tool to post important documents:

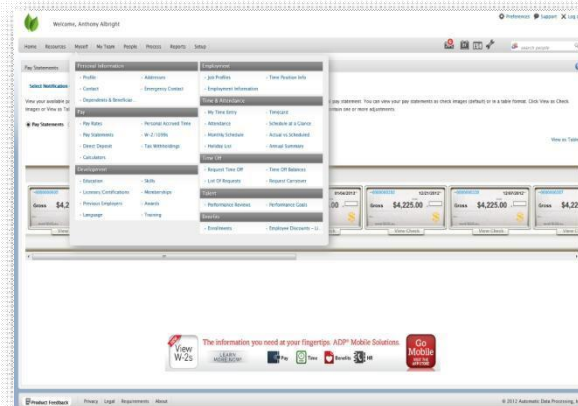
- Company mission statement
- News and announcements
- Company policies and handbook, with track able acknowledgement feature

The system's Security Access feature allows you to create groups and post targeted content for secure viewing by designated groups. Customized manager and employee workflows can be designed to meet the unique demands of your business.

Employee Self-Service

Research by Gallup has shown a direct correlation between increased employee engagement and key business metrics. For example, companies with engaged employees have two and a half times the earnings per share growth rate than their peers. *ADP Workforce Now* onboards employees with ease and empowers them to:

- Enroll and/or make coverage changes to benefit plans
- View pay statements and W-2 information
- Change W-4 tax information
- Set up direct deposit
- Manage their 401(k) account
- View the company directory
- Use online tools such as retirement planners or payroll calculators
- View approvals and notifications

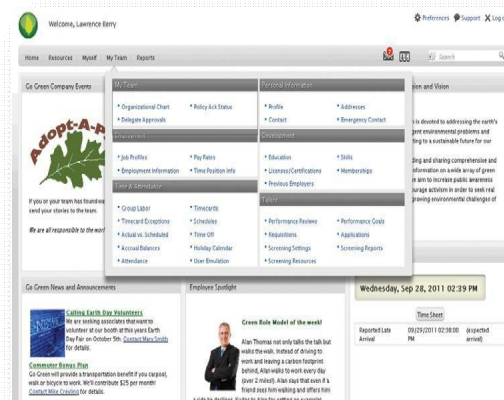


These automated self-service tools do more than increase employee engagement and satisfaction. They also free up HR staff to focus on strategic initiatives rather than administrative tasks. When employees need help with self-service functions, detailed online support and task assistance are always available.

Manager Self-Service

Similar to employee self-service tools, *ADP Workforce Now* automates routine processes for managers so they can spend more time helping you build your business. For example, *ADP Workforce Now* Manager

- Updating career profiles with information (i.e., license and certification updates, skills, and education) for direct reports and indirect reports.
- Completing performance reviews
- Managing performance goals.
- Initiating and managing work events (i.e., new hires, status changes, etc.).
- Completing compensation changes.
- Approving timesheets.
- Approving time off requests.
- Running reports that reflect HR information for direct and indirect reports.



Workforce Now Talent

Every job candidate, every employee brings to your organization the knowledge, skills and experience to propel your business forward. Your company depends on you to hire and develop the best talent to give your organization a competitive edge. The strategy starts with you. Executing your plan? We can help with that.

ADP WFN Talent Management Solution is a complete approach to managing your talent, from candidate to employee. You get one system to help make the most of your biggest asset — your people.

Recruiting & Staffing

According to a January 2009 study by ADP, published in *HR Outsourcing Redefined: Options for Workforce Management*, HR professionals are spending an estimated 45% of their time on administrative tasks. This requires a system to relieve the paperwork burden. At ADP, we specialize in cutting the routine tasks so you have time to think — and hire — more strategically.

Ace your first impression with unique job postings.

Hiring is a lot like dating — first impressions matter. Let ADP Workforce Now help you put your best foot forward so you can attract the kind of candidates that become your best employees.

- Create customized postings that get you noticed...first.
- Build your talent pipeline by letting candidates create a unique secure profile on your recruiting website.
- Track your time to hire and find top talent.

Find your employees on the sites they frequent.

According to a recent study by the Society for Human Resources Management, employers have stepped up their use of social media by nearly 25% over the last two years. With ADP's fast & friendly requisition wizard, now you can:

- Place your posting on Career Builder™, LinkedIn™, Monster™ and Facebook™.
- Pre-populate your job information with data that's already in your ADP system.
- Customize the approval process to fit your company's unique workflow.

Make screening a snap.

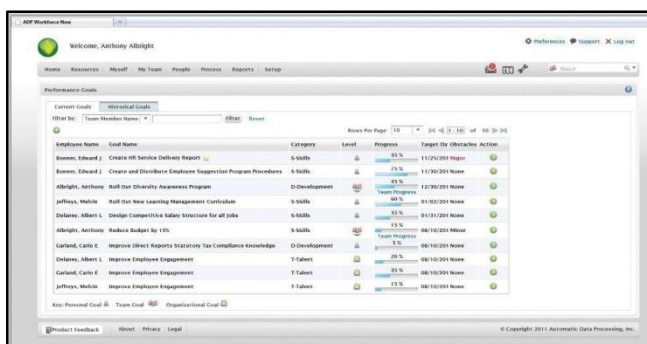
Add ADP's integrated Screening and Selection Services to your ADP Workforce Now system, and you've got a powerful one-stop interface for applicant management.

- Avoid re-keying into multiple systems
- Choose from an array of background checks, including identity validation, past employment, government and criminal records, and drug testing
- Help ensure compliance throughout your screening and hiring process

Align your strategic & financial goals.

Hiring can be a time-consuming undertaking — and an expensive one if not executed wisely. Leverage the power of ADP Workforce Now to help control your costs, improve your process, and create the fastest route to success.

- Know your cost and time to hire.
- Uncover obstacles that are making your hiring process less than effective.
- Use performance reviews to establish and execute on personal, team & company goals.



Onboarding & Engagement

There's no doubt that the onboarding process represents significant investments in time and money, especially for companies that still handle each task manually. Now, you have a system that pulls it all together for you.

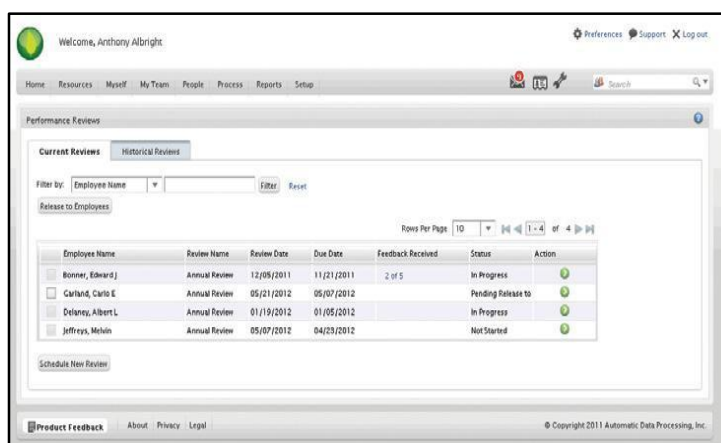
Empower & engage employees to drive growth.

Engage managers and employees alike with a proactive, consistent approach that makes performance reviews and goal management a pleasure. Use our completely configurable tools and at-a-glance dashboard to:

- Rate and weight key performance information
- Speed up the review and approval process
- Take a competency-based approach that can help drive continuous growth

Performance and Goals Management

Connect employees, managers and HR professionals, with no IT involvement. ADP Performance Management enables HR departments to operate in a more proactive, timely and responsive manner throughout the performance management process. Additionally, it helps HR professionals to better service managers by putting performance information at their fingertips to identify professional growth opportunities and employee retention and satisfaction strategies. Employees can access current and historical review information as well as receive notification of upcoming reviews.



The screenshot shows the ADP Performance Management interface. At the top, there's a navigation bar with links like Home, Resources, Myself, My Team, People, Process, Reports, and Setup. Below this, the 'Performance Reviews' section is active, showing 'Current Reviews' and 'Historical Reviews' tabs. A filter bar allows searching by Employee Name. Below the filter is a table with the following data:

Employee Name	Review Name	Review Date	Due Date	Feedback Received	Status	Action
Bonner, Edward J.	Annual Review	12/06/2011	11/21/2011	2 of 5	In Progress	
Carland, Carlo E.	Annual Review	05/21/2012	05/07/2012		Pending Release to	
Deaney, Albert L.	Annual Review	01/19/2012	01/05/2012		In Progress	
Jeffreys, Melvin	Annual Review	05/07/2012	04/23/2012		Not Started	

Below the table is a 'Schedule New Review' button. The footer of the interface includes 'Product Feedback', 'About', 'Privacy', 'Legal', and a copyright notice for 2011 Automatic Data Processing, Inc.

A recent ADP study showed that recruiting is the #1 talent management challenge facing HR Executives. Here's how ADP Workforce Now can help you make the most of your human capital.

Gain a 360° view of employee performance.

Once you've made a great hire, ADP Workforce Now can help turn a stellar candidate into a performance star. We'll bring together the data you need to spot performance trends, identify candidates for career growth, and address issues before they become problems.

- Leverage the power of a complete historical performance record for every employee.
- Track progress toward individual and organizational goals.
- Strengthen your compensation and succession planning.

Highly effective talent management strategies mean greater employee productivity where the average revenue per employee is 26% higher; reduced voluntary turnover with high performers having 41% lower turnover; and improved ability to adapt to today's economy with 28% less likely to have experienced a major layoff (>10%). Another Bersin & Associates study titled, High Impact Talent Management: Trends, Best Practices, and Industry Solutions, showed organizations that have implemented fully integrated talent management suites have achieved a 60% higher return when compared to organizations that are utilizing non-integrated solutions. — Bersin & Associates, 2009.

Workforce Now Benefits

ADP's WFN Benefits module is a full-featured benefits administration system that gives you increased control over benefits processes:

- Controls benefits costs by avoiding unnecessary benefit and premium payments, while also reducing the cost of benefits administration and communication
- Reduces labor costs by empowering employees to make benefit changes as a result of life changes or during open enrollment
- Helps to ensure tax and regulatory compliance with easy-to-generate HIPAA certificates and Employee Summary reports
- Protects your organization against premium leakage with electronic carrier connections and invoices

Other key WFN Benefits features to note:

- Insurance carrier connectivity
- Flexible rate structures
- Eligibility drivers
- Dependent age-limit rules
- Medicaid & Medicare entitlement
- Access to informative audit

Enrollment Tools

The WFN Benefits module simplifies the open enrollment process. You'll enjoy reduced labor costs when employees can make their own benefit elections during open enrollment, and change elections whenever a life event occurs. You can also customize the open enrollment experience based on the specific requirements of your employees and your organization.

Benefits Reporting

The system provides a number of pre-defined reports such as Eligibility Status, Employee & Dependent Enrollments, Employee Enrollment Activity, Benefit Plan Summary and much more. Workforce Now's comparison reporting tool will enable you to compare benefits report data from different points-in-time to identify any changes, additions and/or deletions. For more customized reporting, use the system's user- friendly point-in-time reports to assist with compliance, decision-making and forecasting.

The screenshot displays the 'Benefits Statement for Anthony Allright' in the ADP Workforce Now system. It shows a comparison of benefit data for two different points in time, with columns for Plan, Effective Date, Coverage Levels, Your Cost, and Company Cost. The data is organized into sections for Health and Welfare - Core, Health and Welfare - Medical, and Health and Welfare - Dental. Each section lists various benefit plans and their associated costs.

Plan	Effective Date	Coverage Levels	Your Cost	Company Cost
Health and Welfare - Core	1/1/2012	Employee + Family	\$25.00	\$84.00
Health and Welfare - Medical	1/1/2012	Employee + Family	\$110.00	\$336.00
Health and Welfare - Dental	1/1/2012	Employee + Family	\$2.00	\$6.00
Health and Welfare - Vision	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Life Insurance	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Short-Term Disability	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Long-Term Disability	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Accidental Death and Dismemberment	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Flexible Spending Account	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Health Savings Account	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Dependent Care	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Child Support	1/1/2012	Employee + Family	\$1.00	\$3.00
Health and Welfare - Other	1/1/2012	Employee + Family	\$1.00	\$3.00

Carrier Invoicing Tools

Carrier Invoicing Tools can help you identify billing discrepancies on the carrier list bill. Additionally, Workforce Now's invoicing tools can produce time saving self-billing reports. With these tools, you can efficiently reconcile carrier invoices, and ensure that you are paying the correct amount for your employee enrollments.



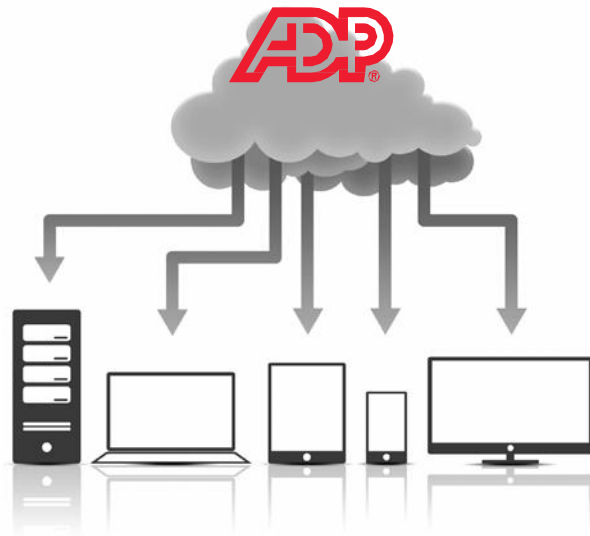
ADP Document CloudSM

Simple, Secure Access to your Employee Digital Documents

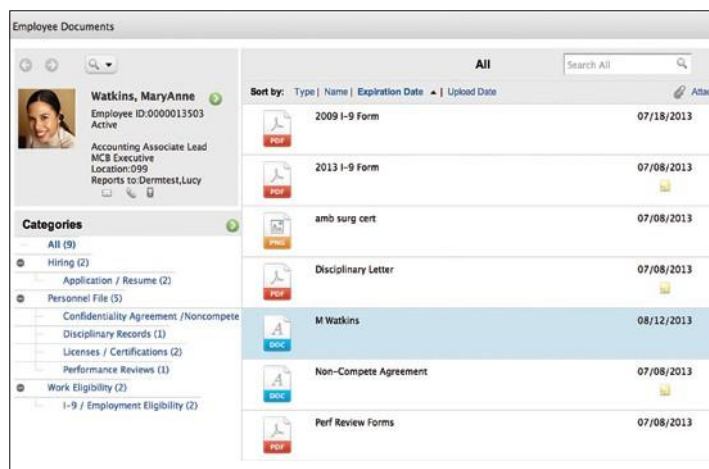
Now you can safely and securely store your employee digital documents electronically using this new service from ADP[®].

Here's why you should consider ADP Document Cloud:

- Anytime, anywhere access from multiple locations
- More secure than paper with encryption, role-based security, auditing and full back-up and disaster recovery
- Helps to maintain compliance with HIPAA and DOL regulations
- All of your employee data can be stored in one place
- Supports green initiatives and reduces physical storage costs



ADP Document CloudSM is a new and innovative way to store, manage and retrieve your employee digital documents. ADP Document Cloud creates greater efficiency for HR practitioners, employees and managers in multiple company locations; including encrypted, role-based security, traceability and auditing, and simplified ways to remain in compliance with important government regulations.





Importantly, ADP Document Cloud – which is hosted within ADP's secure environment – was created to fully embrace industry best-practices around digitally organizing, storing and managing employee records.

It is available to customers at an economical, per-employee unit cost and supports unlimited storage per employee and per client. Specifically, ADP Document Cloud has been designed from the ground up to help enable Human Resources departments to:

- Reduce paper, stay compliant, and gain control over the huge amount of online files
- Attach any type of online document to an employee's digital document to support certifications, job history, performance documentation and more
- Gain secure access wherever and whenever needed, using mobile devices or traditional personal computers

- Support viewing, printing, and annotating documents – on demand
- Gain secure document access using the same access rights as the HR system of record

Organizations (on average) are spending \$20 to file a document, \$120 to find a misfiled document, and \$220 to reproduce a lost document* – don't spend another dollar on paper files.

*Source: PriceWaterhouseCoopers

Digital Employee Records						
Employee Audit History						
Employee Name: Watkins, MaryAnne						
				Rows Per Page	10	1 - 10 of 74
Category	Subcategory	Document Name	Accessed By	User ID	Action Taken	Date / Time (EST)
Work Eligibility	I-9 / Employment Eligibility	2013 I-9 Form	Lucy Dermtest	Idermtest	Added Notes	09/05/2013 04:14 ...
Work Eligibility	I-9 / Employment Eligibility	2013 I-9 Form	Lucy Dermtest	Idermtest	Viewed Notes	09/05/2013 04:14 ...
Personnel File	Performance Reviews	Perf Review	Lucy Dermtest	Idermtest	Viewed Notes	09/05/2013 04:14 ...
Personnel File	Performance Reviews	Perf+Review+Forms.pdf	Lucy Dermtest	Idermtest	Viewed	09/05/2013 04:13 ...
Work Eligibility	I-9 / Employment Eligibility	2013+I-9+Form.pdf	Lucy Dermtest	Idermtest	Viewed	08/28/2013 08:39 ...
Personnel File	Performance Reviews	Perf+Review+Forms.pdf	Lucy Dermtest	Idermtest	Viewed	08/28/2013 08:39 ...
Hiring	Application / Resume	M Walton Resume	Lucy Dermtest	Idermtest	Uploaded	08/12/2013 04:16 ...
Hiring	Application / Resume	M Watkins Resume	Lucy Dermtest	Idermtest	Added Notes	08/12/2013 04:13 ...
Hiring	Application / Resume	M Watkins Resume	Lucy Dermtest	Idermtest	Viewed Notes	08/12/2013 04:13 ...
Personnel File	Performance Reviews	Perf+Review+Forms.pdf	Lucy Dermtest	Idermtest	Viewed	08/12/2013 04:10 ...
Print Cancel						

ADP Business Analytics (Coming June 2014)

The Business Intelligence market is growing at a rapid pace and companies now realize the importance of effective HCM Analytics. A recent IDC survey shows HR Executives ranking HR Analytics as most important on a scale of 1 to 5. HR currently spends more time and money chasing down Metrics than any other aspect of HCM. The need for modern HCM Business Intelligence is evident. With 40% to 60% of a corporate spending being employee related, Wall Street now wants to know how to compare corporate HCM effectiveness.

ADP Analytics introduces a powerful, world class, tool to provide HCM insight and drive business success

- Provides BI and Analytics tools on top of and across all ADP HCM data
- It allows clients to get timely and direct answers to critical key HCM questions
- Pre-configured with “out of the box” and industry standard Metrics or configured Metrics for clients’ needs
- Provides “drill down”, filtering and custom built analytics
- KPI’s can be selected from pre-built, industry standard or custom created or modified
- Historical data is maintained and trending is displayed
- Thresholds can be enabled and customized to provide user and global warnings
- SHRM/ANSI standard KPI’s are provided



Compensation Management (Coming June 2014)

Workforce Now Compensation Management Module streamlines and simplifies the administration of employee cash based awards. Provides the organization and HR Professionals with more control of the employee award process, better oversight of the budget(s) and improves coordination of vital information between stakeholders

Key Features:

- Multi-Currency Support
- Top Down/Bottom's Up Budgeting
- Event based compensation change (Merit, Bonus, Adjustment)
- Merit Matrix (Compa-ratio vs. Performance Rating)
- Pro-rate Awards
- Lump Sum Payment (Red/Green Circle EE's)
- Compensation Dashboard
- Event Summary
- Integrated Performance Rating
- Integrated to Payroll
- Customizable Compensation Notice
- Conflict resolution capability
- Emulation
- Peer Statistics

The screenshot displays the 'Compensation Worksheet - Review And Submit' interface. At the top, it shows the 'Compensation Policy Name' as '2013 Annual Salary Review' and 'Adjustments Allowed' from '05/01/2013-05/31/2013'. A 'Done Count' of 0/2 and 'Awards Allocated' of 0/8,250 are shown. The 'Worksheet' is for 'Wilson, Rebecca'. Below this, a table lists employees with their 'Base Pay Change', 'Current Salary', and 'Proposed Salary'. A pop-up menu shows a list of employees including Kelly, Paula; Sharp, Vanessa; Taylor, Brian; Gardner, Robb; and Gordon, Anna-Louise. The 'Profile' section for Paula Kelly shows her job title as 'Sr Branch Manager', position start date as '6/2/2006', and current salary as '2,850.00'. The 'Award Calculator' section shows a '% Change' of 2%, a 'Proposed Award' of 841.57, and a 'Proposed Salary' of 21,880.77. The 'Details' section for Paula Kelly shows a 'Performance Review' for 'Annual Review 2012' with a 'Score' of 100%.

Employee Name	Base Pay Change	Current Salary	Proposed Salary	Reports To
Kelly, Paula	82,413	82,413	82,413	Wilson, Rebecca
Taylor, Brian	79,836	79,836	79,836	Wilson, Rebecca

Review Name	Review Period	Reviewer	Score
Annual Review 2012	01/01/2013-12/31/2012	Heather Duncan	100%

Workforce Now Enhanced Payroll

ADP is redefining workforce management with the needs of mid-sized companies in mind, bringing together mission-critical functions in a single web-based system that eliminates redundant tasks, reduces the potential for errors, and lessens the learning curve for users. This solution provides web-based support for the full spectrum of Workforce Management, from HR & benefits administration to payroll, tax, and time & attendance.

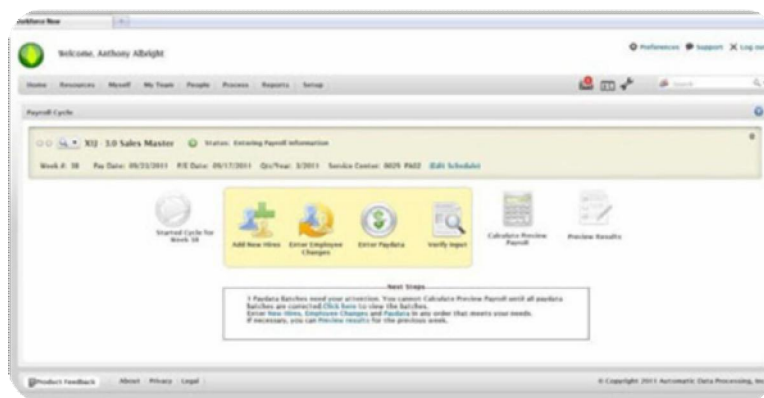
Organizations using multiple in-house platforms experience a TCO that is 18% higher than organizations using a common in-house solution and 32% higher than organizations outsourcing these three functions to a single vendor. – PriceWaterhouseCoopers LLP, 2011

Eliminate the non-strategic, non-revenue producing task of payroll processing and enable your staff to focus on growing your top line. With 60 years in the payroll processing business, ADP not only automates routine tasks, but provides you with resources to keep you up to speed on tax rate and filing changes and answers to your payroll questions.

ADP Workforce Now™ Enhanced Payroll allows you to manage the entire payroll process, from customizing pay grids and reports to accessing key payroll functions, with a flexible system that is easy to learn and is accessible from anywhere.

Included Features

- Payroll Processing
- Real-Time Payroll Preview Reports
- New Hire & Termination Wizards
- New Hire Reporting
- Effective-Dating
- Paid Time Off Accruals
- Checkview
- Labor Distribution
- Wage Garnishment Processing Service
- TotalPay Banking Services
- Check Signing and Stuffing
- Tax Service
- Unemployment Claim Assistance
- Reports Library and Custom Reporting Tool
- InfoLink General Ledger Interface
- Online Payroll Reports and Electronic Pay Statements
- External Pay Data Interface / Data Exchange
- ADP Portal with Content Management
- Employee & Manager Self Service
- ADP Mobile Solutions



Tax Service & Year-End Processing

ADP prepares, files, and deposits federal, state, and local taxes, while also issuing the required monthly reporting to relevant tax authorities. ADP also responds to associated inquiries from any tax agency. ADP will also handle your company's year-end requirements, including direct reporting to the proper taxing authorities and statements of deposits and filings made on your behalf.

Banking Service

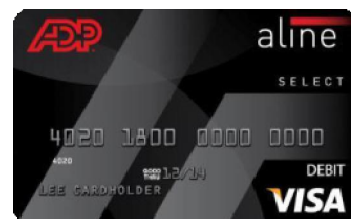
Employees' paychecks are delivered to your workplace ready for distribution — signed and inserted into individual envelopes — according to your specified schedule. Alternatively, you can choose time-saving direct deposit, an electronic payment option that deposits employees' pay directly into their bank accounts.

- Employee payroll information sent to the employee bank
- One-stop service for reversals, deletions and inquiries
- Online pay statements for total electronic solution

The Aline Card is also available as another payment feature for employees who may not be able or willing to setup direct deposit into a traditional bank account.

Product features:

- Compliant in 50 states
- Doesn't require employee to have a bank account
- Funds accessed by ATM, money transfer, point of sale transactions or via Aline Check
- Access to more than 60,000 surcharge free ATMs nationwide
- Fully Reg E compliant
- Funds are FDIC insured
- 100% pay to the penny
- Checks included



Wage Garnishment Processing Service

Let ADP address the complex calculations of court-ordered garnishments, levies and child support payments and make the necessary payments to appropriate agencies.

Reports Library

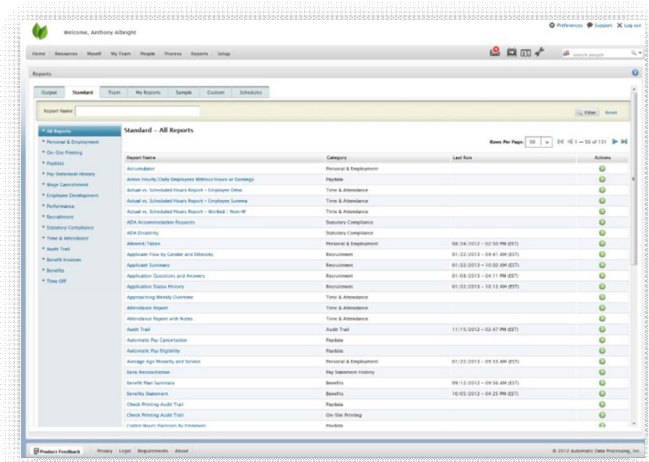
ADP Workforce Now includes an extensive library of standard reports that are preconfigured and easy to run — simply enter your selection criteria, and you'll be able to:

- Preview reports right on your screen
- Print reports
- Export to a file or a software application
- Email your reports

Standard reporting in ADP Workforce Now makes it easy to access the data you need, and to share it with others across your organization.

Custom Report Writer

ADP Workforce Now also features a robust report writer that enables you to create user-defined reports and gain valuable insights across multiple workforce management functions.



This online reporting tool makes it easy to create a wide range of reports using current and cumulative data from your payroll, HR, or time & attendance modules. Use it when you want answers that go beyond the extensive reporting capabilities standard to ADP Workforce Now.

Creating a custom report is fast easy and flexible — simply log on to access a report setup wizard that guides you step by step. Select from a wide array of data fields, sorting criteria, totaling and formatting options, plus the ability to create robust calculations. Then, choose to view your finished report online, save it, print it and/or distribute it via email just like our standard reports.

Workforce Now Enhanced Time

Focus on Your Business – Leave the Time & Labor Management to ADP

With continued pressure to reduce costs, employers need to take a more proactive approach to managing employee time and maximizing productivity. Automating time and labor management can be one of the fastest ways for you to improve your bottom line.

ADP's WFN Enhanced Time Module is an ideal time and labor management solution. It provides a complete set of tools to schedule, track, and measure workforce performance. Through seamless integration of time and attendance, scheduling, and absence management, you'll have access to accurate, up-to-the-minute information, eliminating the need for duplicate data entry and enabling you to make informed workforce management decisions.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 12/28											
Mon 12/29											
Tue 12/30											
Wed 12/31											
Thu 1/1											
Fri 1/2											
Sat 1/3											
Sun 1/4											
Mon 1/5											

Key Benefits of Automating Time & Labor Tracking

- Better decision-making**
 Managers get-up to the minute hours totals and leave balances, so that they can make labor allocation decisions and approve leave when it is appropriate.
- Eliminates paper shuffling**
 Employees record their hours directly into a computer. Supervisors review, edit, and approve them without needing to print anything out.
- Increase Productivity**
 Per Aberdeen Group, Automating scheduling can increase operational manager productivity by 63%.
- Improves Math Accuracy**
 Up to 3 percent of all payroll inaccuracies are caused by human error.

Compatible and Flexible Solution

Using industry standard technologies and platforms, WFN Enhanced Time is not only compatible with existing IT infrastructure, but also features maximum flexibility, enabling you to adapt the system as your needs change. In addition, WFN Enhanced Time provides you with the added benefit of ADP's expertise and IT resources. With ADP responsible for system configuration in accordance with Client's instructions, implementation, and maintenance, you can devote more time to focusing your internal resources on the core needs of your business.

Collection and Calculation

WFN Enhanced Time automates the error-prone process of collecting and tracking employee time manually. Its parameter-driven, rules-based engine accommodates complex pay policies, such as multiple pay codes, rounding rules, overtime calculations, and multiple wage rates.

Accurate time calculation with WFN Enhanced Time begins with flexible, intelligent data collection via PC, biometric, telephone, wireless, and ID badge card devices. You enjoy accurate data collection wherever your workforce is located.

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unshed Hours	Totals Up To Date
Albert, Thomas	✓	✓						✓
Albright, Anthony								✓
Anderson, Todd A.								✓
Baker, Chad								✓
Bardy, Carl	✓	✓						✓
Belmont, Steven								✓
Bender, Norman	✓							✓
Berry, Lawrence								✓
Bethany, Beth								✓
Beyer, Laura A.	✓							✓
Biggins, Peter A.								✓
Bonner, Edward J.								✓
Bredon, Dale								✓
Bromwell, Regina								✓
Burke, Robert								✓
Burns, Ronald A.	✓							✓
Burns, Richard								✓

Your employees will welcome access to data, such as hours worked, accrual balances, schedules, and ability to request time off. Your managers will have all the real-time data they need to make better decisions and keep a tight control over labor costs.

Also reduced is the time employees spend on payroll-related matters, and administrative time that managers spend grappling with time and labor management questions and issues.

Automate the Scheduling Process

WFN Enhanced Time helps companies to streamline their scheduling process and schedule adequate staffing coverage. By automating the scheduling process you:

- Prevent unauthorized work
- Highlight attendance issues before they impact morale and profitability
- Make it easier to schedule individuals or groups that work fixed, rotating, or variable shifts
- Identify potential over and understaffing issues with the assistance of real-time management reports – Actual vs. Scheduled, Employee Schedules, Accrual Balances and Projections, and Hours by Labor Account

Name	Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12
Albert, Thomas	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Albright, Anthony	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Anderson, Todd A.	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Baker, Chad	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Bardy, Carl	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Belmont, Steven	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Bender, Norman	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a
Berry, Lawrence	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a	8a-12p	4a-8a

Make Better Decisions with Better Information

WFN Enhanced Time does more than supply you with accurate, real-time data. It makes data available in a variety of ways, providing you with actionable insights to make better decisions concerning your most important – and most expensive – resource...your people.

ADP's automated time and labor management solution:

- Uses one centralized collection, calculation, and tracking tool, so the information you need to access is always up-to-date
- Provides you with daily visibility to costs and budget impacts
- Enables you to share information with your managers, empowering them to help you lower your organization's labor costs
- Provides information to help you comply with government labor reporting requirements

Improve Productivity with Self Service

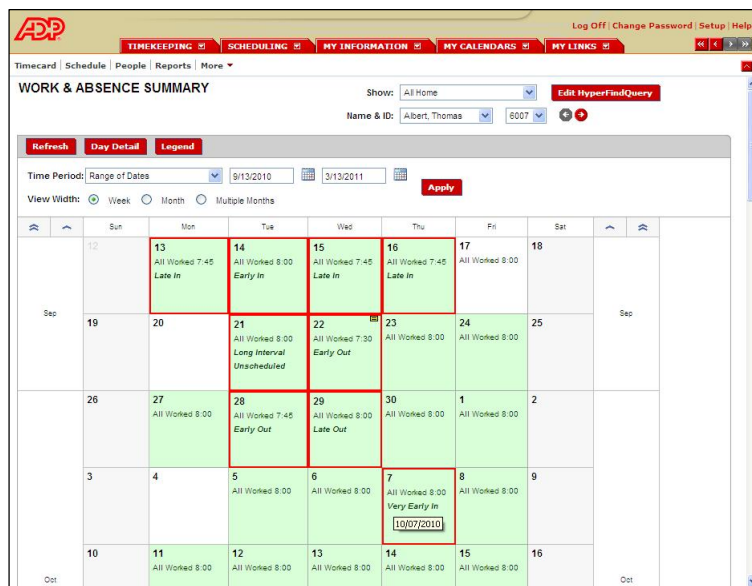
Self service enables you to provide better service to your employees, while freeing your managers and administrators to focus on core business matters.

Employees:

- Can access hours, schedules, and accrual balances without manager or HR interface
- Use tools such as built-in templates to request time off or shift coverage

Managers:

- Gain easy access to scheduling, accrual balances, and total hours worked to make better and faster decisions in response to employee requests
- Can spend more time focusing on core responsibilities



Self service can also significantly enhance communication and productivity within your organization by reducing the cost of HR transactions, improving employee satisfaction, and contributing to reduced employee turnover.

Optimize Your Workforce with Integrated, Value-added Solutions

By integrating these solutions with Enhanced Time, you can further enhance employee productivity and reduce labor costs.

Enhanced Time Accruals Module: WFN Enhanced Time's Accruals module automates the granting, validating and calculating accruals and paid time off (PTO). It calculates employee balances in real time, enforcing company policies and balance restrictions automatically, providing proactive alerts and easy access to accurate PTO balances to help prevent unauthorized paid time off.

Enhanced Time Attendance Module: WFN Enhanced Time's Attendance module streamlines the administration and enforcement of attendance policies. It helps reduce the direct and the indirect costs of absenteeism by providing an integrated solution that automatically interprets employee exceptions, applies company rules and triggers the need for appropriate disciplinary actions or rewards.

Enhanced Time Leave Module: WFN Enhanced Time's Leave module provides valuable decision support tools so that managers and HR staff can easily determine employee leave eligibility and entitlement, as well as monitor absence trends and patterns. It provides the flexibility to help handle concurrent provincial, and company leave compliance, flexible tracking periods including rolling forward, backward, quarterly and yearly, different rules for new hires or part-time employees, and the ability to calculate and track intermittent leave in weeks, hours or minutes.

Enhanced Time Scheduler Module: WFN Enhanced Time's Scheduler module enables intelligent scheduling decisions by putting all critical information in one place. This includes staffing requirements, actual hours worked, employee skills and certifications, availability and preferences, and more. It provides broad visibility into all available resources throughout the organization, enabling managers to align the workforce more effectively with scheduling guidelines and pay policies, while controlling costs through best fit, least-cost scheduling.

Enhanced Time is the labor management solution for your company

When you select WFN Enhanced Time from ADP, you benefit from the stability and resources of a recognized industry leader. From implementing your system to delivering ongoing support, ADP is constantly there for you. You'll benefit from a totally integrated system with these added advantages:

- Start using WFN Enhanced Time without a major capital investment.
- Because there is no long term contract, ADP has a powerful incentive to continually provide upgrades and Service Excellence.
- Unlike other time & attendance vendors, ADP doesn't require you to purchase equipment. Simply add hardware as your needs change.
- Data can be electronically transferred to and from your payroll service without having to re-key it — whether you have an ADP payroll product or not.
- With ADP payroll, employees can view their in-and-out punches directly on their ADP pay stubs.
- Upgrades and changes are always compatible with ADP payroll services.

Time Card Detail

DATE	IN	OUT	IN	OUT	TOTAL
Mon 05/07	7:00am	11:00am	11:30am	3:30pm	8:00
Tue 05/08	6:53am	11:00am	11:27am	4:30pm	9:00
Wed 05/09	7:06am	11:00am	11:30am	3:30pm	8:00
Thur 05/10	7:00am	11:00am	11:29am	3:30pm	8:00

Pay Stub

ADP SUPPLY CORP
475 WASHINGTON AVE
NEW YORK, NY 10014

Payroll check number: 0000000000
Pay date: 05/05/10
Social Security No. 999-99-9999

JANE HANSEN
FOUR HUNDRED SIX AND 40/100 DOLLARS \$460.10

Net Pay \$ 460.10

By automating your time and attendance, WFN Enhanced Time gives your company a tremendous efficiency boost. You can save money through improved accuracy and reduced labor expenses, while accelerating your payroll process in the bargain.

WFN Enhanced Time summarizes year-to-date attendance information such as total hours worked, vacation and sick time, plus exception information. This makes it a tremendous help for performance evaluations! WFN Enhanced Time also compiles easy-to-retrieve records of employees' actual in-and-out punches. This helps you comply with government regulations, including the provisions of the FLSA, while eliminating the need to store most paper files

RFP QUESTIONNAIRE

QUALIFICATIONS AND EXPERIENCE

At a minimum, the Proposer shall document or provide the following:

1. Name, address, and telephone number of the firm

ADP Inc.
One ADP Boulevard
Roseland, NJ 07068
(973) 974-5758

Local Office Address:

701 Northpoint Parkway, Suite 300
West Palm Beach, FL 33407

2. Principal company contact

Ashley Mudd, Major Accounts District Manager
Ashley.Mudd@adp.com
561-310-2452

3. Number of years for the firm in the payroll outsourcing business

ADP has been providing payroll outsourcing services since 1949.

4. List the last five (5) contracts held by the firm comparable to this specific project and related experience accomplished by the proposer's firms. Indicate client name, address, telephone number, e-mail address.

Please refer to question #5.

5. Provide a list of all of the firm's Public Sector clients (Please indicate of any are utilizing SunGard/NaviLine/Green Screen).

ADP has more than 600,000 clients across all industries. It is our policy to release key client contact names only after their approvals have been obtained and only if ADP is a finalist for the prospective outsourcing business. Please let us know once ADP is named a finalist, and we will gladly arrange this contact. We do appreciate being considered for your business, and we recognize that you may not be able to reach a final decision without validation regarding our services from existing clients.

Our clients' day-to-day activities are focused on their businesses. Because it is our business to assist our clients by reducing their daily responsibilities instead of adding to them, we are extremely sensitive to their schedules. We know you will appreciate this consideration and will understand our reference policy.

6. Provide a maximum of four (4) references (attached) to include Firm's name, address, contact name, phone number, fax number and e-mail address.

Please refer to question #5 for more details. Please let us know once ADP is named a finalist, and we will gladly arrange this contact.

Pasco Clerk of Court
38053 Live Oak Avenue
Dade City, FL 33523-3894

Monroe County Sheriff
5525 College Road,
Key West, FL 33040

Hillsborough County Property Appraiser
307 N Michigan Ave #3
Plant City, FL 33563

City of Bonita Springs
9101 Bonita Beach Road
Bonita Springs, FL 34135

7. Experience of the firm with similar projects. Provide examples of payroll outsourcing services that the Proposer has provided and implemented for clients that:

Please find detailed client testimonial attached with Exhibits: Village of Ashwaubenon.

8. Evidence of possession of required licenses and/or business. Provide the names and positions of each professional to be assigned to this contract, including familiarity with projects similar in nature.

Automatic Data Processing, Inc. (Nasdaq: ADP), has \$11.31 billion in revenues. More than 80% of FORTUNE 500 companies and approximately 90% of FORTUNE 100 companies use at least one of ADP's services. ADP serves more than 620,000 organizations in more than 125 countries, including nearly 425,000 small business clients and about approximately 26,000 vehicle dealerships. These partnerships allow ADP to be one of the world's largest providers of business outsourcing solutions. Founded in 1949 and leveraging nearly 65 years of experience, ADP offers a wide range of HR, payroll, tax and benefits administration solutions from a single source. ADP's easy-to-use solutions for employers provide superior value to companies of all types and sizes. ADP is also one of only three AAA credit rated companies by Standard & Poor's and Moody's, which means you are partnered with a financially strong organization that has the ability to invest in you and your products.

Because a substantial amount of time can pass between submitting an RFP response and the actual implementation of services, we are unable to provide you with specific information regarding Wellington's implementation team at this time. Average tenure for project manager and implementation consultants is approximately 15 years and 12 years, respectively.

District Manager = Ashley Mudd

Sales Executive = Joseph Blatnik

VP of Sales = Ryan Anschuetz

Project Manager = TBD

Implementation Specialist = TBD

VP of Implementation = TBD

Please reference Exhibit: ADP Qualification - State of Florida.

9. Describe the proposer's approach to organizational management and the responsibilities of the Proposer's management staff personnel assigned to perform the work under this contract.

Please reference Exhibit: Implementation Methodology.

10. Submit an outline of the elements and organizational structure of the team established to manage the project. Include the administrative operation and key personnel and their area of responsibility.

Please reference Exhibit: Project Management Approach.

11. Provide years of experience and background of personnel assigned to Wellington including any projects/contracts comparable and specific to this project.

Ashley Mudd has been a District Manager with ADP for 5 ½ years. Joe Blatnik has also been with ADP Major Accounts for 5 years. Ryan Anschuetz has been with ADP for 13 years. Average tenure for project manager and implementation consultants is approximately 15 years and 12 years, respectively.

12. Financial Capability/Stability: To evaluate the financial ability of the proposer to perform the required services, an individual or corporation financial statement shall accompany this proposal which includes a full fiscal year and current date of income statements and balance sheets. The proposer shall provide a statement of its financial condition as of the close of business as of December 31, 2013, and shall certify that the information provided on the financial statement is true, accurate and complete, correctly reflecting the financial condition of the proposer on the aforementioned date.

Please reference Exhibit: ADP 10K FY2013 Annual Report.

TECHNICAL APPROACH

PROJECT INITIATION/KICKOFF

Vendor will create and present a detailed project plan including schedule, testing plan, implementation plan, training plan and transition plan.

ADP completes a detailed business analysis and studies Wellington's processes and requirements. We use the information from our analysis to formulate a project plan, which outlines each aspect of the implementation and the solution to be delivered.

Project plan will include tasks to move from the current environment to the proposed environment. Tasks that will be performed by vendor and those that will need to be performed by the Village of Wellington should be indicated.

The project plans will include tasks and the assigned resources for each task.

Vendor will present project plan to the designated Village of Wellington Project Manager for review and approval.

Upon a complete analysis of your business processes your project manager will present a project plan that will be reviewed with you and agreed upon.

PLANNING PHASE

Work with Village of Wellington staff to gather requirements and establish approved project approach.

Analysis is the second phase of an implementation. The primary objectives of this phase include:

- Reviewing the client's requirements and performing a business and technical analysis based on the project's scope.
- Documenting the functional business requirements and obtaining internal team and client approval.
- Documenting the technical requirements and obtaining internal team and client approval (as applicable).
- Conducting the client kick-off meeting.

This phase begins with the client kick-off meeting and ends when the client has approved the business requirements. The goal of the analysis phase is to review and interpret the client's documentation, business roles, and administrative processes to capture and document the business and technical requirements. Requirement templates are used to provide documentation to the client regarding the scope of services, the setup of the application, and the ongoing administration to be performed by ADP. All information gathered during analysis is documented and shared with the other members of the implementation team as applicable.

DEVELOPMENT PHASE

Complete all required software installations, configuration, customization and data imports.

Configuration is the third phase of an implementation. The primary objectives of this phase include:

- Configuring all systems and solutions to meet the client's business requirements as defined during the analysis phase.
- Developing customizations (if applicable) based on the client's business requirements as defined during the analysis phase.
- Successfully unit testing all systems and solutions.

The phase begins after the client approves the implementation requirements documentation and ends with the successful completion of unit testing for all solution components and systems. The goal of this phase is to use the approved business requirements to configure the solutions as specified.

TESTING PHASE

Create test plans that include test scenarios, expected results and testing time period.

We work closely with Wellington to agree upon major areas that need to be validated during implementation. Testing typically includes the following:

- Unit/functional testing verify that the individual components of the system function properly. Efforts focus on any modifications or customizations to ensure that the required functionality is available. This is performed by ADP.
- Parallel testing involves data being processed completely through the legacy system(s) and the new system. Data is representative of normal types and volumes, and expected results can be easily obtained. This is performed by Wellington resources.

ADP and Wellington resources are involved in testing the new solution. Schedules are developed to mirror production.

Perform system testing in accordance with approved testing plan.

Please see above response.

Resolve all issues identified in testing

Issues will be discussed and resolved during the testing phase of implementation.

IMPLEMENTATION PHASE

Vendor will implement the newly developed payroll process in accordance with approved project plan.

ADP will implement the solution in accordance with the approved project plan.

TRAINING PHASE

Create training plan that includes course descriptions, training agendas and recommended audience.

Training is an essential component of a successful implementation, and ADP is committed to providing clients with World Class instruction and virtual training. You will work with your implementation consultant to develop a training schedule during the initial stages of your implementation. This approach will ensure that you complete your training at the appropriate time during your implementation.

The project leader/Implementation specialist should ensure that all users understand the training they need and that all classes are attended as scheduled. You may enroll a maximum of two users per scheduled class/time. Additional users can be registered for Solution training, without incurring any extra fees. Registered participants who have not canceled prior to the class date and who do not attend will be charged a “no show” fee.

Following the Training Plan is the most effective way to learn the core functionality of Workforce Now. Virtual training is offered for many of the core courses as well as the additional special features (such as open enrollment) that are used at specific times of the year.

Learn@ADP

Learn@ADP is an online training tool that allows you to view training plans and schedules, enroll and launch your training courses, and track your course completion progress.

Client Training Plan

The Workforce Now Solution Client Training Plan provides a detailed list of the courses that are offered to introduce you to the solution and help you learn how to utilize your solution. The Client Training Plan provides course descriptions, duration, media type, prerequisites, implementation timing, and training by user role recommendations.

All core training must be completed by the time you finish your implementation. Your team will start with courses that will jump-start your implementation process. These courses provide an overview of your solution and all setup tasks. You can take the Web-based and virtual classes from your office.

You will also work with your implementation consultant to schedule your instructor-led training at the Training Center closest to your location. Scheduling will occur during the initial phases of your implementation to ensure travel arrangements can be made in advance.

Deliver training for identified project staff and end users.

Please see above response.

Provide training documentation in accordance with approved training plan.

We provide handouts, manuals, PowerPoint presentations, and reference cards depending on the type of training you are undergoing. References are always available at request as well. We are partners with APA, SHRM & PMI so our training curriculum qualifies for recertification credit hours in these areas. Additionally we offer an ADP Certification credential to our clients who complete advanced training courses.

PROJECT HANDOFF/CLOSE-OUT

Provide documentation in accordance with the approved project plan.

Production is the last phase of an implementation. After successful validation, the client moves to live production and begins to benefit from the new ADP solution. This final phase is completed with a post-implementation meeting and a formal transition to the ADP solution center team that will support the client on an ongoing basis. The primary objectives of this phase include:

- Successful solution processing in a production environment.
- Transition from implementation to service.

The following lists high-level responsibilities and milestones for this phase:

ADP responsibilities

- Resolve all remaining issues from the project.
- Transfer knowledge from implementation resources to service and operations resources.
- Monitor performance through first few business cycles.

Client responsibilities

- Provide formal project review feedback.

Project milestones

- Complete internal service transition meeting.
- Complete client service transition meeting.

Present a project closure report for review and approval.

Please see above response.

OUTSOURCING REQUIREMENTS

Qualified service providers must be able to meet or exceed services in identified time keeping, payroll and benefits management processes and offerings. The outsourced solution should provide the following payroll and benefits related functions:

	Y/N	Comments
Electronic Time Collection	Y	Please see Product Overview listed in the Table of Contents.
Payroll and Tax Processing	Y	Please see Product Overview listed in the Table of Contents.
Benefits and Human Resources Management	Y	Please see Product Overview listed in the Table of Contents.
Employee Self Service	Y	Please see Product Overview listed in the Table of Contents.
Reporting	Y	
Ongoing Training	Y	

ELECTRONIC TIME COLLECTION REQUIREMENTS

Time sheet collection should include the following functionality:

Requirements	Y/N	Comments
Time clock solution for time collection at multiple locations.	Y	
Web based time capture system utilizing secure network time stamp from desktop and mobile devices (PC, iPhone, iPad, etc.).	Y	
Ability to capture multiple time clock entries per day (in and out punches).	Y	
Ability to display time and attendance hourly, daily, weekly, bi-weekly, monthly and annually.	Y	
Ability to utilize assigned project codes. Project codes should have assigned dates where the project code is valid to be charged against. Start & stop dates can be mid-pay period. Configuration allowing time charged to project codes administratively assigned to employee.	Y	
Reporting of labor charges by employee and project code viewable online.	Y	
Employee hours must total 40 hours per week for overtime calculation.	Y	
Provide management overtime approval process for hours in excess of 40 worked hours per week.	Y	
Tiered approval of time sheets. Tiered approval of time sheets managed administratively when employee is added or transferred.	Y	
Ability for department directors to administratively approve time entries for all staff below them organized by departmental groups.	Y	
Ability for OFMB staff to administratively approve all entries for all staff organized by departmental groups.	Y	
Automated rules based e-mail reminders to employees of pending due dates and missed time entry data.	Y	
Automated rules based e-mail notifications to supervisors of pending due dates and time sheet approval deadlines. Reminder e-mails for supervisors missing required approvals.	Y	
Ability to manage multiple employee categories (permanent, temporary, part-time, full- time, seasonal, etc.).	Y	
Ability to manage time reporting categories (regular, overtime, shift differential, call back, wellness credit, standby, etc.).	Y	
Ability to manage paid leave categories (paid time off (PTO), major illness leave (MIL), holiday, floating holiday, jury duty, etc.).	Y	
Ability to track and manage unpaid leave categories (FMLA, military leave, domestic violence leave, domestic partnership, etc.).	Y	
Ability to manage Holiday & Floating Holiday application including ad- hoc holiday postings.	Y	
Ability to manage, track and report multiple accruals.	Y	
Complete leave request w multi-level approval process.	Y	
Ability to create, change and view employee schedules.	Y	

PAYROLL AND TAX PROCESSING

Payroll processing should include the following functionality:

Requirements	Y/N	Comments
Bi-weekly payroll processing that includes a schedule with critical due dates for on time payroll processing (i.e., timekeeping upload deadlines, check delivery, direct deposit access). Employees are currently paid on Thursday bi-weekly delivery schedule.	Y	You will receive a schedule with your processing (input date) and delivery dates and any deductions that are scheduled to be included, which included direct deposits. When you input or import your information into Workforce Now, you will also be reminded of your input and delivery dates.
Process and maintain multiple pay codes such as shift differential, stand-by, call back etc. and calculate overtime based on 5 CFR Part 551, Pay Administration under the Fair Labor Standards Act (FLSA).	Y	
Manage employee deductions (i.e., health insurance, dental insurance, voluntary life insurance, Florida Retirement System (FRS), deferred compensation (457), travel reimbursement, child support, etc.).	Y	
Direct deposits posted to bank accounts by pay date.	Y	
Payroll checks securely processed with electronic signatures and delivered on pay date to location(s) as designated by Wellington's payroll department.	Y	
Email notification for employee pay stubs.	Y	
Immediate pre-noting for direct deposit information.	Y	
Access to employee pay cards to replace payroll checks where applicable.	Y	
Complete all approved banking uploads.	Y	
Prepare payroll journal and required files for integration with identified SunGard/NaviLine modules.	Y	Please reference Exhibit: General Ledger Interface Fact Sheet.
Procedure for managing off-cycle special payroll processing (longevity pay, leave buy back).	Y	Supplemental payroll processing includes the same steps as a regularly scheduled payroll can be initiated at any time. Appropriate taxation and deductions can be controlled by the parameters of the supplemental processing run.
Sufficient process for addressing payroll issues and errors.	Y	
Procedures for processing manual and off-cycle pay checks.	Y	On-demand checks or "what-if" scenarios can be generated via the online check functionality. The system guides the user through the process (initial request, specification of earnings, calculation, updating of employee balances, and printing). A

		<p>system user can complete the process in minutes at his or her workstation. The results of the manual check process can be viewed online. If the results are not desirable, the system user can make additional entries/adjustments and recalculate until the desired results are achieved. Wellington can print the online check to preprinted check stock or a micro-encoded printer. The on-demand check data is stored and processed with the next scheduled payroll processing. Company, employee balance, and year-to-date information is updated at this time.</p>
Procedure for managing payroll arrears.	Y	<p>Deduction arrears processing is a standard feature of ADP's payroll solution. Arrears are processed for active employees with insufficient (or zero) earnings and for employees who are on a leave of absence. Carry-forward amounts are maintained from tax year to tax year. On subsequent payrolls, missed deductions are withheld based on Wellington's selected option for repayment:</p> <ul style="list-style-type: none"> - The entire arrears balance can be deducted from the employee's net pay in the next pay period. - A maximum amount can be used to calculate the amount that is deducted from the employee's net pay each pay period to reduce the arrears balance. <p>Wellington practitioners can adjust arrears balances as necessary.</p>
Remit all payroll taxes/deductions to required agencies.	Y	
Remit all payments to FRS by required dates.	N	<p>ADP does not remit payments to third party vendors. We can provide a report to help your administrator with the remittance.</p>
Procedure for processing final year end payroll that may be split between pay periods at fiscal year-end. (The Village of Wellington operates on an October to	Y	

September fiscal year).		
Functionality to manage and report employee salaries and pay grades.	Y	
Functionality to manage and report employee status changes (i.e., new hire, transfer, termination, reclassification, etc.).	Y	
Prepare and submit all federal and state agency reports and forms.	Y	
Prepare all FRS (Florida Retirement System) reports.	Y	
Provide W-2 forms for all employees by second week of January.	N	ADP complies with all regulatory deadlines. We cannot guarantee to provide W-2s by the second week of January.
Procedure for emergency payroll processing.	Y	

BENEFITS AND HUMAN RESOURCES MANAGEMENT

Benefits Management should include the following functionality:

BENEFITS ADMINISTRATION

Requirements	Y/N	Comments
Ability to track benefit eligibility.	Y	
Ability to administer employee benefits and open enrollment process.	Y	
Provide online benefit enrollment (open enrollment, new hire and qualifying events).	Y	
Ability to track Cobra benefits (including notification) and coordinate billing options.	Y	Billing is only available with our COBRA Administration Services. Please reference Exhibit: COBRA Fact Sheet.
Provide FMLA administration and reporting.	Y	
Provide HIPAA management and reporting.	Y	Workforce Now solution has HIPAA certificates available for your employees. Reporting can be done through the ad-hoc reporting tools.
Ability to notify required vendors of new hires, terminations, reclassifications, etc.	Y	ADP's solution can automate the communication of benefit changes, such as employee benefit deductions, enrollment data, and any other relevant changes or desired information as configured to your vendor's specifications through an electronic carrier connection
Tracking of garnishment payments.	Y	
Workers' Compensation Reporting.	Y	

HUMAN RESOURCES ADMINISTRATION

Requirements	Y/N	Comments
Provide EEO tracking and reporting.	Y	
Ability to track safety and worker's compensation information.	Y	
Provide compliance reporting (workers comp, workplace accidents, etc.).	Y	
Provide background check administration.		Disregard Per Addendum 3.
Ability to track employee salary and compensation changes overtime.	Y	Since ADP's solution is an event-driven system, online access to historical data is a standard feature. Authorized Wellington users can see unlimited history, unlimited future-dated changes, and queries/reports of point-in-time or range-of-time information.
Ability to run reports for budget, compensation, and market rate studies.	Y	Workforce Now offers standard reports and ad-hoc reporting around payroll information to assist in budgeting.
Provide salary and benefits reporting and total cost analysis.	Y	
Provide I-9 tracking and reporting.	Y	
Ability to manage mandatory correspondence (CHIPRA, Medicare, HIPPA, etc.).		Disregard per Addendum 3.
Ability to track and report on mandatory training, certificates, licenses, degrees, etc.	Y	
Ability to track applicants via online hiring.	Y	
Employee Screening.	Y	
Payroll/New Hire Reporting.	Y	

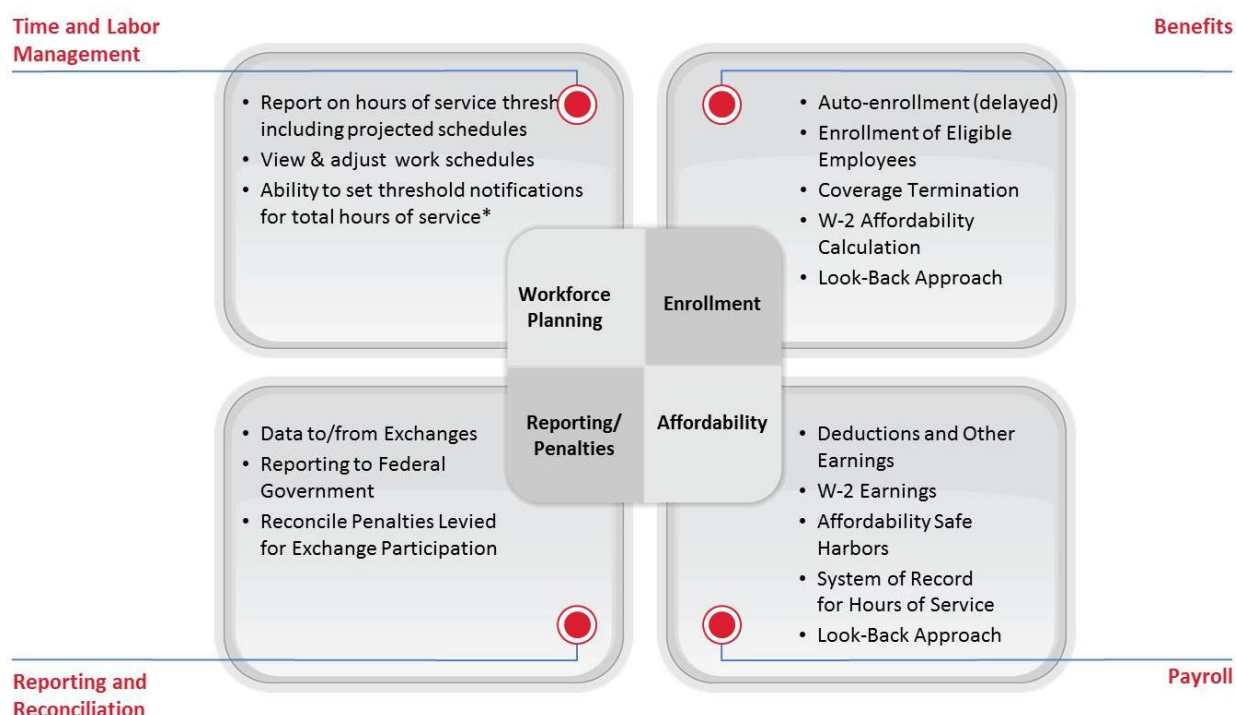
LEAVE REQUEST

Requirements	Y/N	Comments
Employee access to submit online leave requests based on available leave balances.	Y	
Employee access to view pending leave requests.	Y	
Multi-level approval process by designated approval groups.	Y	
Escalation notification for unapproved leave requests.	Y	
Ability to add temporary level of approval for designated time periods (i.e., added approval during hurricane season).	Y	
Automatic posting of approved leave to time and attendance solution.	Y	

PPACA (PATIENT PROTECTION & AFFORDABLE CARE ACT) COMPLIANCE:

Requirements	Y/N	Comments
Ability to accurately manage employee hours for reporting, administration, and tracking per (PPACA) standards.	Y	
Ability to manage compliance for “pay or play” regulations.	Y	
Ability to accurately define and categorize variable and seasonal employees per PPACA definitions.	Y	
Ability to perform necessary compliance, reporting, and tracking necessary to maintain PPACA requirements.	Y	

The ADP footprint in response to the ACA differentiates us from our competition- we are the largest benefits plan administrator in the United States, with 9000 clients and millions of covered employees. The scope of what we provide is unique in the industry especially when coupled with the span of the organizations we service. We are one of the few providers that have clients that range from small employers with fewer than 50 employees to the largest size employers. We have clients that exceed, and exceed by significant margins, over 100,000 participants. Our systems are agnostic and work with any benefits provider system, so we have an objective view of the options as well as understand the requirements and actions needed for to help you comply with the ACA.



Workforce Now gives our clients the tools to manage the complex regulations around the Affordable Care Act.

1. Time provides 2 key reports to support workforce planning:

- **Total Hours Detail Report** - Detailed breakdown of the total paid hours includes current weekly and monthly averages (based on selected date range) for each employee that is exceeding the company/user defined thresholds. This gives insight to how a supervisor or administrator is managing to the organization's goal over a period of time.

- **Total Hours Summary Report** - Reporting on the actual total hours paid as well as the remaining projected scheduled hours provides supervisors with the ability to identify employees that will exceed specified threshold for the week and allow them to proactively adjust schedules in real time. This allows supervisors to successfully keep total hours per employee below the hours threshold.
2. **Employer only needs to offer 1 ACA BASE Plan** which is typically their lowest cost plan that meets minimum essential coverage and actuarial value.
- Workforce Now supports this with our ACA Base Plan functionality
 - Workforce Now can tie employee contributions to salary and cap it at 9.5% of earnings to ensure affordability
3. Measurement Periods – not only does Workforce Now support the following:
- **Look-Back Measurement** (systematically calculated – don't need a report!)
 - **Administrative Period** (minimum of 1 day up to 90 days)
 - **Stability Period** – amount of time a person will be in a medical plan

In addition, Workforce Now supports the fluctuation of a variable employee who may be ACA Benefit Status Full-Time in one measurement period and ACA Benefit Status Part-Time in another as well as supporting the movement of New Hires from the initial measurement period to standard measurement period.

EMPLOYEE SELF-SERVICE

Employee Self Service should have the following functionality:

The ADP solution is delivered with employee and manager self service, which enables Wellington to shift ownership of and access to employee information to your employees and managers.

- The Portal Page area enables employees to view Wellington-specific content, employee directory, task lists, approval history, forms library, policies and guidelines, and answers to frequently asked questions.
- Employees may view and change personal information, direct deposit information, tax withholdings (i.e., W-4) as well as view and print W-2s and pay statements, etc.
- Employees are able to view and change information related to their benefits and dependents information.
- Employees may view job history, compensation history, development, and performance reviews.
- For clients that also utilize ADP's time and labor solution, employees have access to Wellington's ADP time and labor solution to view and submit time-related activities.

Self service for managers contains processes that are critical to the manager's need to motivate, guide, and reward his or her team. Configurable manager functionality includes:

- Updating career profiles with information (i.e., license and certification updates, skills, and education) for direct reports and indirect reports.
- Completing performance reviews
- Managing performance goals.
- Initiating and managing work events (i.e., new hires, status changes, etc.).
- Completing compensation changes.
- Approving timesheets.
- Approving time off requests.
- Running reports that reflect HR information for direct and indirect reports.

System ID and passwords determine what functionality to give to individual employees and managers based on their roles in the organization.

The Administrator area is available to the designated self-service administrator who configures the application, designs the look and feel of the ADP Self Service screens, and sets up approvals and routing.

Requirements	Y/N	Comments
Ability to log into one self-service portal for time keeping, payroll and benefits management.	Y	
Access to manage and view leave balances and submit leave requests.	Y	
Access to view, download and print prior period pay stubs.	Y	
Access to view, download and print W-2's.	Y	
Ability to view and change current deductions within approved time periods.	Y	
Ability to view and change pay distributions. Changes to deductions and pay distributions must	Y	

be approved before becoming effective.		
Access to select benefit elections during open enrollment time period.	Y	
Ability to submit benefit changes based on qualifying events.	Y	
Ability to view and update contact and emergency information.	Y	
Automated update available to identified external systems with employee contact changes.	Y	ADP's solution has the ability to export data through reports in the following formats: HTML, Excel, comma delimited (CSV), Adobe Acrobat (PDF), plain text (txt), and XML.
Ability to submit W-4 changes.	Y	
Integration with HR and Payroll processing and software.	Y	

REPORTING

Reporting should have the following functionality:

The ADP solution delivers a variety of powerful, yet flexible, reporting tools, including ad hoc reporting and numerous pre-built reports.

ADP Custom Reporting tool is one Reporting System that allows for Cross Module Reporting on information from the Payroll, HR and TLM Modules and provides comprehensive totaling and subtotaling options, filtering criteria, a full range of formatting and output format options and the ability to create derived fields by building sophisticated calculations into the reports. FTE calculations and/or data fields can both be included within a report. Using the reports you create with ADP Reporting, you can communicate critical information to other users within your company. Send report results electronically or provide access to other team members to run their own reports. You can also export report data to use in other applications or spreadsheets, providing you more flexible access to your data.

Reports can be displayed, printed, and saved in the following formats: HTML, Excel, comma delimited (CSV), Adobe Acrobat (PDF), plain text (txt), and XML and can be downloaded to share with Wellington's data warehouse for use by third-party reporting tools.

Once users securely logon, they access the report set-up wizard that guides them through a step-by-step process to create report(s). Users have a wide choice of data fields, sorting criteria, and totaling and formatting options, plus the ability to create robust calculations. Report setups can be made available for other ADP Reporting users to access, and finished reports can be viewed, saved, printed, and/emailed.

Ad hoc reporting functionality is hosted by ADP and is securely accessed via the Internet through your portal. Reports are created and accessed based on Wellington's assigned security profiles within the system.

ADP provides database-level security to enforce a user's security restrictions even when he or she is using the reporting tools.

Additionally, ADP clients receive standard payroll reports containing check-level, summary, and tax data. Reports delivered with ADP's solution can be modified to suit our clients' needs, or ad hoc reports can be created via our delivered report-writing tools.

Requirements	Y/N	Comments
Predefined and ad hoc reporting options	Y	
All reports can be exported into Excel	Y	
All reports have the ability to be sent to a networked printer.	Y	

ONGOING TRAINING

Ongoing training should have the following functionality:

Provide ongoing webinar training offerings for new hires and refresher training for existing users (end users, supervisors and administrators).

Advanced training is available for some modules (for example, ADP Reporting). All training is available at no cost to our clients for the core modules at any time both before and after implementation. Quarter and Year End Seminars are also available along with various booster trainings.

Please reference Exhibit: Training Excellence.

TECHNICAL REQUIREMENTS AND SECURITY (REQUIRES IT REVIEW)

A successful payroll outsourcing solution will need to fit within the current Village of Wellington technical environment.

The following technical requirements should be considered:

Requirements	Y/N	Comments
Integration with SunGard/NaviLine Human Resources, Payroll and Finance modules.	Y	ADP is offering a solution that includes a General Ledger Interface tool. Our solution is offering HR and Payroll modules.
Integration with Laserfiche document management system.	Y	Reports can be downloaded in order for them to be uploaded into your Laserfiche documents storage system. ADP offers a Document Cloud Storage Module for Employee related information.
Communication between internal and external systems must be across an encrypted protocol such as SSL.	Y	
Process to protect against unauthorized access to preprinted check stock.	Y	
Process to protect against unauthorized access to electronic signatures, PIN's, etc.	Y	
Process to protect against unauthorized intrusion, access, data corruption, etc.	Y	
Process to protect against issuance of unauthorized payments, bank credits, etc.	Y	
Security measures in place to ensure Village of Wellington payroll information is secure within the vendor's system. Describe if cloud based services are available or if physical services are required.	Y	Please visit our Trust Center at the following link for information on how we protect our client's information. http://www.adp.com/a

		http://adp-us/trust-center/how-adp-protects-your-information.aspx ADP ranked #3 in the business services sector in Security Magazine's 2013-Security 500 Survey and Benchmarking Survey. http://www.securitymagazine.com/articles/84860-security-rankings#2
Provide single sign on authentication.	Y	
Security for time entry that can only be processed with approved access within predefined parameters (i.e., adequate configuration to prevent time entry outside or working locations).	Y	
Backup process for continued uninterrupted services in the event of data transmissions issues and system unavailability.	Y	ADP has a formal Disaster Recovery and Service Continuity Program in place. ADP can provide this information upon a signed agreement.
Listing of all hardware, software, periodic and one time services to be provided.	Y	Please reference Exhibit: Workforce Now Product Requirements Card.
Sufficient maintenance agreement that covers hardware repair and replacement.	Y	This is a hosted solution. ADP provides maintenance on the timeclocks we provide.
Detailed support agreement with approved service level agreement (SLA) that includes a dedicated support team.	Y	Please reference Exhibit: Major Accounts Agreement.
Detail Disaster Recovery Services that are available.	Y	ADP has a formal Disaster Recovery and Service Continuity Program in place. ADP can provide this information upon a signed agreement.



QUESTIONNAIRE

Proposer's Name: **ADP, Inc.**

Principal Office Address: **One ADP Boulevard
Roseland, NJ 07068**

Official Representative: **Ashley Mudd**

Individual
Partnership (Circle One)
Corporation

If a Corporation, answer this:

When Incorporated: **August 13, 1970**

In what State: **Delaware**

If Foreign Corporation:

Date of Registration with
Florida Secretary of State:

Name of Resident Agent:

Address of Resident Agent:

President's Name:

Vice President's Name:

Treasurer's Name:

Members of Board of Directors:

If a Partnership:

Date of Organization:

General or Limited Partnership*:

Name and Address of Each Partner:

Name

Address

1. _____

2. _____

3. _____

*Designate general partners in Limited Partnership

1. Number of years of relevant experience in operating similar business:

ADP has been in the business since 1949.

2. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled?

Yes (X)

No ()

If yes, give details on a separate sheet.

ADP does not provide information on other client contracts.

3. Has the proposer or any principals of the applicant organization failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years?

No

If yes, please explain:

4. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?

No

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

5. Person or persons interested in the proposal and Questionnaire Form have not been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words).

Explain any convictions on a separate sheet.

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

There are no pending lawsuits or arbitration proceedings (nor has ADP been a party to lawsuits or arbitration proceedings within the past three years) which, if decided against ADP, would have a material effect on ADP or its ability to provide the services contemplated herein.

A. List all pending lawsuits:

B. List all judgments from lawsuits in the last five years:

C. List any criminal violations and/or convictions of the proposer and/or any of its principals:

7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state). Please also include a list of any clients within the boundaries of the Village of Wellington that the proposer or its firm has had within the last five (5) years.

The proposer understands that information contained in this Questionnaire will be relied upon by Wellington in awarding the proposed Agreement and such information is warranted by the proposer to be true. The undersigned proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the Village Manager.

The proposer further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the Palm Beach Sheriff's Department. By submitting this questionnaire, the proposer agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Date: **February 19, 2014**

TABLE OF EXHIBITS

ADP 10K FY2013 Annual Report

ADP Awards and Recognition

ADP Corporate Overview

Client Testimonial: Village of Ashwaubenon

COBRA Fact Sheet

Enhanced Time Leave Fact Sheet

General Ledger Interface Fact Sheet

Mobile Solutions Information

Implementation Excellence

Implementation Methodology

Major Accounts Agreement

Project Management Approach

Service Excellence

Training Excellence

Workforce Now Product Requirements Card

Signed Forms: (Inserted behind tabs in hard copy)

Proposer Submittal form

Proposer Certification form

Conflict of Interest Statement



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Request for Proposal



March 5, 2014

Pricing and Fee Structure w/ discounts applied

350 employees

Bi-Weekly Processing

			Unit Cost	Units	Bi-Weekly	Annual
		Workforce Now Base Fee –bi-weekly on parent only			\$81.00	\$ 2,106.00
		Per Employee Per Processing	\$1.80 per ee	350	\$630.00	\$ 16,380.00
	Includes:					
I.	Workforce Now Payroll, General Ledger Interface and Reporting					
		Payroll Processing	Included			
		Real-Time Payroll Preview Reports	Included			
		New Hire & Termination Wizards	Included			
		New Hire Reporting	Included			
		Effective-Dating	Included			
		Automated Paid Time Off Accruals	Included			
		Checkview	Included			
		Labor Distribution	Included			
		Wage Garnishment Processing Service	Included			
		TotalPay Banking Services	Included			
		Check Signing and Stuffing	Included			
		Tax Service	Included			
		Unemployment Claim Assistance	Included			
		Reports Library and Custom Reporting Tool	Included			
		InfoLink General Ledger Interface	Included			
		Online Payroll Reports & Electronic Pay Statements	Included			
		Employee Perks Program with LifeMart	Included			
		ADP Portal with Content Management	Included			
		Employee & Manager Self Service	Included			
		Tax Service & Year-end Processing	Included			
		Delivery to Main Location (see add'l chgs for other)	Included			
		Mobile App w/ pay statements, W2s, directory,...	Included			
		Healthcare Reform (ACA) Reporting on Wages	included			
		Aline VISA Debit Card	optional	Additional one-time \$2.00 per card setup fee		
		PAYROLL ESTIMATED ANNUAL COST:				\$18,486.00



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		Workforce Now Expanded Time	Unit cost	Units	Monthly	Annual
		Per Employee Per Month	\$5.97 per ee	350	\$2,089.50	\$ 25,074.00
	Includes:					
II.	Workforce Now Time & Attendance					
		Hosted Time & Attendance	Included			
		Electronic Timesheet	Included			
		Web-Clocking	Included			
		Schedules	Included			
		Time EE & Mgr. Self Service	Included			
		Mobile Time Applications (punching, schedules, time off requests, PTO balances, etc.)	Included			
		Custom Reporting & Standard Time Reports	Included			
		Time Off Request Wizard	Included			
		Manage by Exception	Included			
		Healthcare Reform (ACA) Reports on Hours Worked	Included			
		Time Off Calendar	Included			
		Automated PTO Accruals	Included			
		FMLA Tracking	Included			
		Configurable Manager Task Wizard	Included			
		Managing Overtime Tools w/ alerts	Included			
		TIME ESTIMATED ANNUAL COST:				\$ 25,074.00

			Unit cost	Units	Monthly	Annual
	Includes:					
III.	WFN Expanded Time Leave Module (Optional)					
		Automated FMLA & Leave Administration Tools	\$.90 per ee	350	\$315.00	\$ 3,780.00
		Integrated within Enterprise eTIME®				
		Leave entitlement – Automatic calculation and granting of leave in real time				
		Proactive Alerts				
		Leave Document Management				
		Configurable leave policies				
		automated routing, approval notification, and schedule adjustment				
		Employee & Manager Self-Svc				
		Trend analysis and reporting				
		Audit Reporting				
		ESTIMATED ANNUAL COST:				\$ 3,780.00



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IV.	Workforce Now Hardware		Unit cost	Units	Monthly	Annual
		Two Clock Options: Leased Monthly				
		4500 Ethernet Fingerpunch Time Clock*	\$117.00	1	\$117.00	\$1,404.00
		InTouch Bar Code Clock w/ Biometric punch*	\$141.00	1	\$141.00	\$1,692.00
		Touchscreen interactive features for staff & employee self-service, view schedules, view open shifts...				
*Complete Warranty & Service, Upgrade anytime included in lease. No upfront capital outlay.						



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		Workforce Now HR & Benefits Monthly	Unit Cost	Units	Monthly	Annual
		Per Employee Per Month	\$ 4.80 per ee	350	\$1,680.00	\$20,160.00
	Includes:					
V.	Workforce Now HR / Benefits Administration					
		Organization Charting & Calendars	Included			
		HR 411 Library	Included			
		Compliance & Regulation Tracking	Included			
		Company Asset Tracking	Included			
		Benefits Administration	Included			
		Online Enrollment Tools	Included			
		Carrier Invoicing Tools	Included			
		Two Carrier Connections (see section	Included			
		Onboarding and Engagement	Included			
		Licensing & Certification Tracking	Included			
		HR EE & Mgr. Self Service	Included			
		Custom Reporting	Included			
		Benefits Plan Definition	Included			
		Mobile HR Solutions	Included			
		Online Policy Posting & Acknowledgement	Included			
		Total Compensation Statements				
VI.	Workforce Now Talent					
			Unit cost	Units	Monthly	Annually
		Recruitment- Monthly Per Employee	\$.72 per ee	350	\$252.00	\$3,024.00
		Recruiting and Staffing	Included			
		Applicant Tracking	Included			
		HR & TALENT ESTIMATED ANNUAL COST:				\$23,184.00



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			Unit cost	Units	Monthly	Annual
		Per Employee Per Month	\$.42 per ee	350	\$ 147.00	\$ 1,764.00
	Includes:					
VII.	Workforce Now Document Cloud					
		Storage on Workforce Now Solution of Employee-related HR & Payroll Documentation	Included			
		Unlimited documents, up to 10MB each				
		TIME ESTIMATED ANNUAL COST:				\$ 1,764.00

			Unit cost	Units	Monthly	Annual
	Includes:					
VIII.	Other Services - Integrated COBRA					
		COBRA Administration	\$0.96 PEPM or \$120 min.	288	\$276.48	\$ 3,317.76
		Cobra Initial Rights Notification	\$4.25 each	1	\$4.25	\$ 4.25
		(units based on health plan participant #)				
		ESTIMATED ANNUAL COST:				\$ 3,322.01



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			Unit Cost	Units	Subtotal	Annual
IX.	Year End & Other One-time Charges:					
		W-2s & 1099s (\$75.00 min. per control)	\$6.55 each	430		\$ 2,816.50
		POP (café 125) Plan Administration (Discrimination Testing included)				\$ 425.00
X.	One-time Implementation, Setup, Configuration and Training					
		ADP Setup Includes:				
		Implementation & Configuration of Workforce Now solution	Included			\$17,240.00
		ADP Workforce Ongoing Training & Support	Included			
		Disaster Recovery	Included			
		Additional Requested Carrier Connections (2 total)	\$1,680 each	1		\$1,680.00
		POP Setup	Reduced			\$ 250.00
		COBRA Implementation	Reduced			\$ 200.00
	ONE-TIME IMPLEMENTATION CHARGES:					\$ 19,370.00

XI.	Ancillary Charges:			
		Additional Local or State Jurisdictions Each	\$8.95 Monthly	
		Split Wrap Delivery fee for Additional Controls	\$8.95 each / per pay period + delivery, if different location	(no chg if paperless)
		Tax Restatements		
		Revised Quarterly Returns	\$195.00 each	
		Revised Payroll Run	\$16.50 each + \$.30 per pay	
		FSA Administration	\$4.60 PEPM or \$115 min.	
		Stored Value Cards	\$1.75 each	
		GTL Calculations	\$.04 PEPP or \$4.20 min.	
		One-time Setup Fee	\$140.00	
		Check Detail History Import	Quote upon request	
		Salary Data and other historical HR data Import	Quote upon request	

**Pricing will vary according to the actual number of active and paid employees and pay frequency. Proposed costs above are an estimate only, based on details provided in RFP and addendums. A formal quote will be provided upon final decision to move forward with ADP.*

NO CONTRACT. NO UPFRONT FEES.

Quote Valid through May 1, 2014.

3/3/14